



Utilise Smartboard V.10

Reusing your files

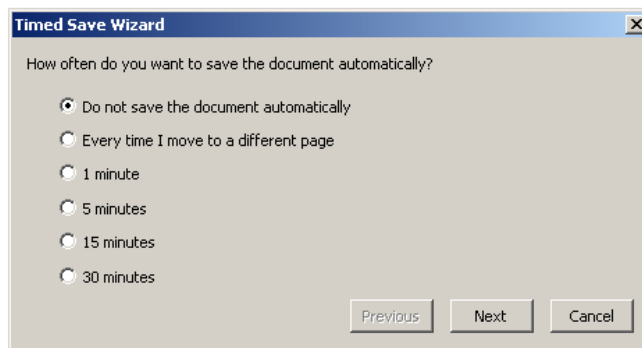
Timed Saves:

If you are working on the Smartboard and wish to use the notebook software, but later refer to your session without having access to the notebook software, you can choose to set up a series of 'timed saves'.

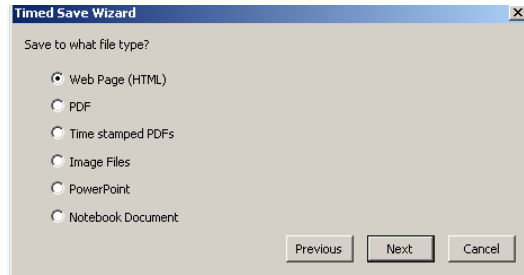
With this function you are able to save views of your notebook work in other formats, which can be viewed on computers without the notebook software.

From the File menu choose **Timed Saves**.

The **Timed Save Wizard** will pop up asking how often you would like to save. Make your selection and press 'Next'.



The next screen asks what type of file would be of most use. PDFs, image files or PowerPoint documents should be accessible to most people on other computers.



Having chosen, you are then prompted as to where you would like to save the document.

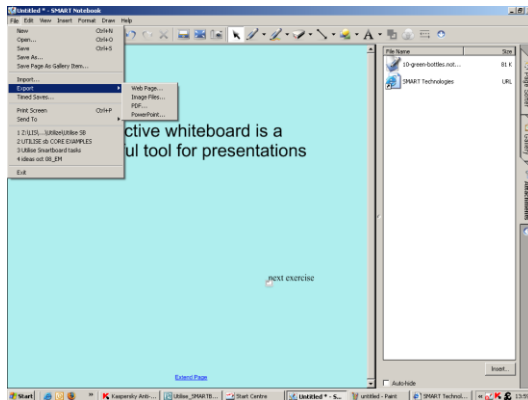
Please use the same procedure as you would with any other Microsoft document in the 'save as' screen.

Exporting from your notebook file:

You can convert or 'export' your notebook file to a selection of file types.

This function makes it easier to share your work with a variety of recipients.

Select 'File' and go to 'Export'
then select 'PowerPoint' from
the menu



You can then save your notebook in PowerPoint format.

Your PowerPoint file can then be emailed to recipients who do not have access to Smartboard software.

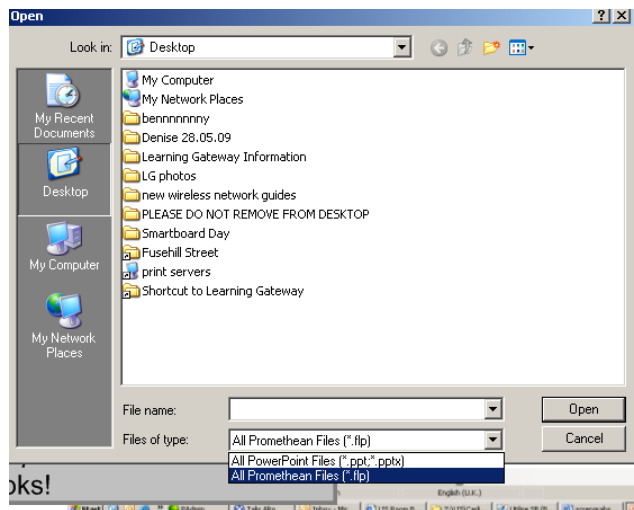
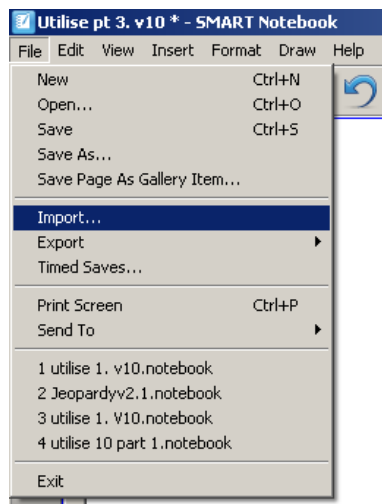
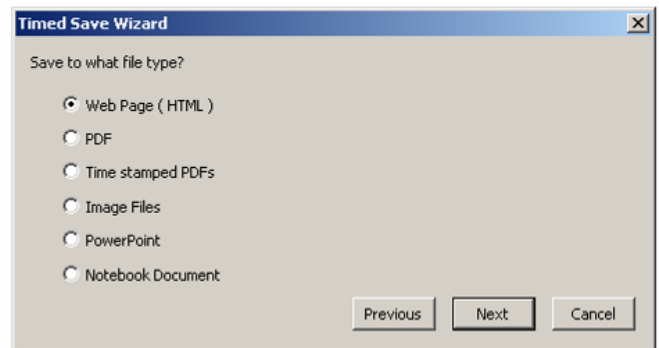
PDF:

Select 'File' and go to 'Export' as before, then select PDF from the menu. Your notebook will then be saved as a PDF

Importing to your notebook file:

Smartboard software works well when converting PowerPoint or Promethean flipcharts into notebook files, this means that you have the capacity to adapt or utilise a previous presentation for use on the Smartboard.

First open a new blank notebook file and access the **file menu** and select **Import**. You will then be prompted to browse for the relevant file:



Remember when browsing for your file to import to **change the file type** to either PowerPoint or Promethean.

Each PowerPoint slide is converted to a page in the notebook, e.g. if you have 12 slides you will have 12 pages in your notebook. Items on

the page should be available for editing as normal within Smartboard.

Any transitions from PowerPoint will not import into the Smartboard file. Please also remember that Promethean import is only available in Smartboard version 10 and above.

For further help please contact
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